

Instructions for Downloading CBTs and Simulations

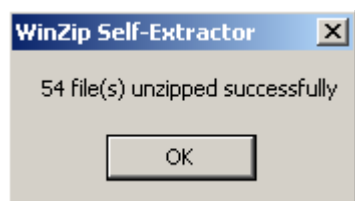
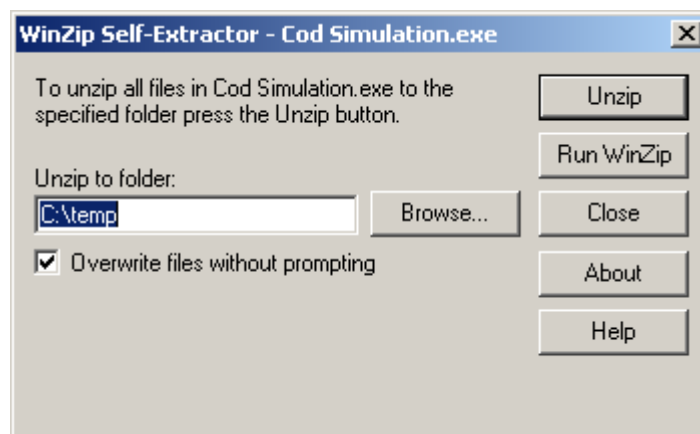
Please delete any older copies of the Common Origination and Disbursement (COD) System Web Site CBT before unzipping the current version.

- 1) Click on the CBT or simulation of your choice in the Executable Zipped Format attachment and save the file to your desktop. This is a WinZip (zipped) file that will automatically extract the program and place all the necessary files on your hard drive. After it is saved, go to your desktop and double click on the file.

Note: Although the screen shots below illustrate how to download the CBT for the COD System Web site, this download process also applies to the Grant Reports CBT, Direct Loan Reports CBT, and EMPN Online Simulations.

- 2) Click on the Browse button and select the location for this program. If you do not select a site, a new folder will be created on your hard drive in C:\Temp.

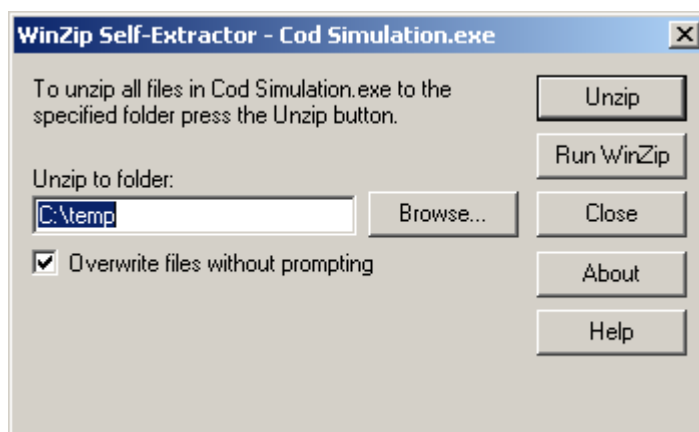
- 3) Click the Unzip button.



- 4) The WinZip Self Extractor box displays as shown. This message notes the download was successfully completed. Click OK.

Note: If this message **does not appear**, contact your IT Department or Help Desk for assistance. The file can be unzipped with a standard zip utility like **WinZip** or **PKUNZIP**. It is important to preserve the folder/file structure when extracting the zipped file.

- 5) Close this window by clicking on the Close button or clicking on the "X" in the upper right corner of the window.



Instructions for Downloading CBTs and Simulations

To Run the COD System Web Site CBT

Go to the location where you saved the program. If you did not choose a location to save the program, go to C:\Temp. Find the folder titled **COD Simulation**. Double click on this folder. To run the program, double click on the application file titled **codTraining.exe**.

Note: All folders and files for this training program must remain together in this folder.

If the CBT program starts but you get an error message, make sure the driver for Microsoft Access 2000 is installed on your computer. The Access database driver must be installed on the computer to run the training program. You do not need Access 2000 to run the CBT. You only need to have the driver. Your IT department should be able to help you with this.

To Run the EMPN Online Simulations

Go to the location where you saved the program. If you did not choose a location to save the program, go to C:\Temp. Find the folder titled **EMPN Training**. Double click on this folder. To run the program, double click on the application file titled **EMPN_Menu.exe**.

To Run the Grant Reports CBT or Direct Loan Reports CBT

Go to the location where you saved the program. If you did not choose a location to save the program, go to C:\Temp. Double click on the file titled **Grant Reports.exe** (for the Grant Reports CBT) or **Direct Loan Reports.exe** (for the Direct Loan Reports CBT) to run the file.

To Place a Shortcut on Your Desktop

You may wish to place a shortcut on your desktop for one or more of the programs. To do this, right click on the desired file, select Send To, and then select Desktop (create shortcut). Whenever you want to access the program, double click on this icon on your desktop.